

##### Funding Opportunity

Applications Due: **Friday, October 8, 2021, 11:59 pm**

Application Information Webinar: **Tuesday, September 7, 2021, 1:00 pm**

Intent to Apply Due: **Thursday, September 9, 2021, 11:59 pm**

|  |
| --- |
| Quality Teacher Recruitment Program Pursuant to 22-94-102, C.R.S. |

**Program Questions:**

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**Table of Contents**

[Introduction 3](#_Toc20993341)

[Purpose 3](#_Toc20993342)

[Eligible Applicants 3](#_Toc20993343)

[Available Funds 3](#_Toc20993344)

[Allowable Use of Funds 3](#_Toc20993345)

[Duration of Grant 4](#_Toc20993346)

[Evaluation and Reporting 4](#_Toc20993347)

[Data Privacy 4](#_Toc20993348)

[Technical Assistance 4](#_Toc20993349)

[Review Process and Timeline 4](#_Toc20993350)

[Submission Process and Deadline 4](#_Toc20993351)

[Application Format 5](#_Toc20993352)

[Required Elements 5](#_Toc20993353)

[Part IA: Cover Page - Applicant Information 6](#_Toc20993355)

[Part IB: Recipient Schools Information 7](#_Toc20993356)

[Part IC: Program Assurances Form 8](#_Toc20993357)

[Application Scoring 9](#_Toc20993359)

[Selection Criteria and Evaluation Rubric 10](#_Toc20993360)

# Quality Teacher Recruitment Program

**Applications Due: Friday, October 8, 2021, by 11:59 pm**

# Introduction

The Quality Teacher Recruitment Program supports efforts to recruit, select, train, and retain highly qualified teachers to teach in Colorado public schools, including charter schools and school districts. Funding is available for providers to partner with one or more school districts, Boards of Cooperative Services (BOCES), or charter schools over a two-year period to place and support licensed teachers in areas of the state that demonstrate historic difficulty in recruiting and retaining licensed teachers. A third-party evaluator will also be selected to evaluate these efforts.

# Purpose

Providers that are selected to receive funding will use grant funding to recruit, select, train, place, and retain licensed teachers to be placed in one or more districts, BOCES, or charter schools by the beginning of the 2022-2023 school year.

# Eligible Applicants

Applicants must apply in partnership with one or more school districts, BOCES, or charter schools. Each applicant must meet the following eligibility requirements:

* Have a documented history of successfully recruiting, training, placing, and retaining licensed teachers in areas of Colorado and other states that have had historic difficulty in recruiting and retaining highly qualified teachers;
* Demonstrate that the teachers it has placed in public schools and districts in the past, either in Colorado or in other states, achieve high academic growth from their students based on state achievement data or independent studies; and
* Have a documented history of providing professional development for teachers, including induction, training, on-going support, and evaluations.

**Note**: If the applicant intends to recruit individuals who are not yet licensed, the applicant must demonstrate that it has been approved as an educator preparation provider or must submit a plan for partnering with an educator preparation provider.

Each applicant also must provide the following assurances:

* Commit to working with one or more school districts or BOCES for at least two years to recruit and place licensed teachers;
* Commit to placing only teachers who are deemed licensed; and
* Commit to matching no less than 100 percent of any grant funds awarded through the Quality Teacher Recruitment Program. \*

\* The applicant must provide an award letter or award letters from one or more private or corporate donors that pledge to make gifts, grants, or donations to the applicant that, in total, equal at least the same amount that the applicant has requested from CDE in its budget proposal. Said award letter(s) must include the amount of funding, date of distribution, terms and conditions tied to the funding, and consequences for any failure to meet those terms and conditions.

Applicants that have received funds from the Quality Teacher Recruitment Program may apply for this current funding opportunity but in their application must describe current grant activities and services and demonstrate how, if awarded, capacity to provide activities and services will be expanded, augmented, or sustained. Past expenditure of funds and quality of program implementation will also be considered.

# Available Funds

A total of $5.92 million is available for this grant program to be used over a two-year grant period. CDE anticipates that it will select multiple grant recipients. Applicants may apply for any amount up to the amount of available funds and must commit to matching no less than 100 percent of any grant funds awarded through the Quality Teacher Recruitment Program. In the event that multiple grant recipients are selected, CDE may ask for grant recipients to make adjustments to their budgets in order to ensure an equitable distribution of funding. CDE maintains discretion on award amounts and may not award the full amount available.

Funds will be disbursed in two payments by November 30, 2021, and June 30, 2022, respectively. Year 2 funds are contingent upon meeting reporting requirements and available appropriations from the Colorado Legislature.

In the event that grant recipients are not able to substantially meet the targets and reporting obligations agreed to in the contract between CDE and the grant recipient, a portion or all of the funding may need to be repaid to CDE.

# Allowable Use of Funds

A Local Education Provider that receives a grant under the program shall use the monies to place licensed teachers in one or more districts, charter schools, or BOCES by the beginning of the 2022-2023 academic school year. Funding may be used for salaries of program staff, however, grant recipients may not use any grant funding for administrative services to operate their program.

Continued funding in future years is contingent upon meeting all specified reporting requirements as outlined in the Evaluation and Reporting section below.

# Duration of Grant

Grants will be awarded for a two-year term beginning in the 2021-2022 fiscal year. Additional grant funding for subsequent years will be contingent upon annual appropriations by the State Legislature. Funded applicants for the 2021-2022 school year are not guaranteed any additional funding beyond the 2021-2022 year at this time. Funds must be expended by **June 30, 2023**. There will be no carryover of funds.

# Evaluation and Reporting

CDE will contract with an external evaluator to meet the evaluation and reporting requirements of this grant program. Grant recipients must provide data, including the information specified below, to the third-party evaluator, contracted by CDE pursuant to C.R.S. 22-94-103(2), to evaluate the progress of the grant recipient in its teacher recruitment, selection, training, placement, and retention efforts. Data collection by the evaluator may include participation in interviews and/or surveys. Grant recipients are responsible for working with their partner districts to ensure that the data is collected and reported.

Annually, each grant recipient must ensure submission of information concerning deliverables and performance outcomes agreed to in the contract between the contracted evaluator and the grant recipient regarding recruitment, selection, placement, and training. This information will include the following:

* Information regarding the qualifications of the recruited, selected, and placed teachers;
* Information regarding the process used to select teachers;
* Information regarding the structure and general content of the training provided to selected teachers;
* Information regarding the number of teachers recruited and selected by the grant recipient;
* Information related to the satisfaction of partner districts or BOCES;
* The names of the public schools and districts or BOCES in which teachers are placed;
* The subjects and grade levels taught by the teachers who are placed through the grant recipient’s program;
* The number of students who are taught by teachers who are placed in public schools and districts through the grant recipient’s program;
* The effectiveness ratings of each of the teachers who are placed through the grant recipient’s program; and
* Retention information on participating teachers who remain within school, district, and profession.

Information reported to CDE in relation to grant activities is not confidential and is subject to public request. Grantees should ensure reported information does not contain PII or confidential information.

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through Quality Teacher Recruitment Program. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE’s privacy and security policies and procedures.

**Note:** Documents submitted must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under n=16 for students or n=5 for educators.

# Application Assistance

An application information webinar will be held on **Tuesday, September 7, 2021, 1 pm** at <https://us02web.zoom.us/j/88542386376?pwd=c0RKUVoyU1FDN2tGZVNVamw3dk05Zz09>.

If interested in applying for this funding opportunity, [submit the Intent to Apply via the online form](https://app.smartsheet.com/b/form/5a147212764640a5be05cc9d960ba8c4) by **Thursday, September 9, 2021, 11:59 pm**. Completion of the Intent to Apply form is encouraged, but not required to submit an application.

# Review Process and Timeline

Applications will be reviewed by CDE staff and peer reviewers to ensure they contain all required components. Applicants will be notified of final award status no later than **Thursday, November 18, 2021**.

**Note:** This is a competitive process – applicants must score at least 88 points out of the 110 possible points to be approved for funding. Applications that score below 88 points may be asked to submit revisions that would bring the application up to a fundable level. There is no guarantee that submitting an application will result in funding or funding at the requested level. All award decisions are final. Applicants that do not meet the qualifications may reapply for future grant opportunities.

# Submission Process and Deadline

An electronic copy of the application (in PDF format) and electronic budget (in Excel format) must be submitted to [CompetitiveGrants@cde.state.co.us](mailto:CompetitiveGrants@cde.state.co.us) by **Friday, October 8, 2021, 11:59 pm**. The electronic version should include all required components of the application as one document. Attach the electronic budget workbook in Excel format as a separate document. Incomplete or late applications will not be considered. If you do not receive an email confirmation of receipt of your application within 24 hours after the deadline, email [CompetitiveGrants@cde.state.co.us](mailto:CompetitiveGrants@cde.state.co.us). Application materials and budget are available for download on the CDE website at <http://www.cde.state.co.us/educatortalent/qtrp>.

|  |
| --- |
| Submit the electronic copy of the application and electronic budget to:  [CompetitiveGrants@cde.state.co.us](mailto:CompetitiveGrants@cde.state.co.us)  By: **Friday, October 8, 2021, 11:59 pm.** |

# Application Format

* The total narrative (Part II) of the application cannot exceed 20 pages. See below for the required elements of the application. **Note:** Applications that exceed 20 pages will not be reviewed.
* All pages must be standard letter size, 8-1/2” x 11”, using 12-point font, single-spaced with 1-inch margins and numbered pages.
* The signature page must include original signatures of the lead organization/fiscal agent.

# Required Elements

The format outlined below must be followed in order to assure consistent application of the evaluation criteria. See evaluation rubric for specific selection criteria needed in Part II (pages 10-14).

Part I: Application Introduction:

Part IA: Applicant Information

Part IB: Partner Information and Assurances Form

Part IC: Program Assurances Form

Project Abstract

Table of Contents

Part II: Narrative:

Section A: Vision, Mission, and Overall Goals of Organization

Section B: Success in Regions with Historic Difficulty

Section C: Selection of Partner District(s) and/or BOCES

Section D: Plan to Recruit and Place Teachers

Section E: Plan to Support and Retain Teachers

Section F: Plan for Progress Monitoring and Evaluation

Section G: Excel Budget Workbook and Budget Narrative

Required Attachments:

Award letter from each donor that has committed to provide matching funding for this grant program. The award letter should include the amount of funding, date of distribution, terms and conditions tied to the funding, and consequences for any failure to meet those terms and conditions.

# Quality Teacher Recruitment Program

**Applications Due: Friday, October 8, 2021, by 11:59 pm**

# Part IA: Applicant Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lead Applicant Information** | | | | | | | | |
| **Applicant Name:** | | |  | | | | | |
| **Mailing Address:** | | |  | | | | | |
| **Amount of Funding Requested:** | | | | $ | | | | |
| **Region**  [indicate region(s) of Colorado this program will directly impact] | | | | | | | | |
| Metro  Pikes Peak  North Central  Northwest  West Central  Southwest  Southeast  Northeast | | | | | | | | |
| Authorized Representative Information | | | | | | | | |
| **Name:** | |  | | | **Title:** |  | | |
| **Telephone:** | |  | | | **E-mail:** |  | | |
| **Program Contact Information** | | | | | | | | |
| **Name:** | |  | | | **Title:** |  | | |
| **Telephone:** | |  | | | **E-mail:** |  | | |
| **Fiscal Manager Information** | | | | | | | | |
| **Name:** | |  | | | | | | |
| **Telephone:** | |  | | | **E-mail:** |  | | |
| Previous Grant Information [The following information will be verified by CDE and considered in the funding decision.] | | | | | | | | |
| **Has the applicant previously received Quality Teacher Recruitment Program grant?** | | | | | | | | Yes  No |
| If previously funded, were funds expended in a timely manner? | | | | | | | | Yes  No |
| If previously funded, were any unspent funds reverted back to CDE? | | | | | | | | Yes  No |
| **If funds were reverted, enter the year(s) and amount(s) below:** | | | | | | | | |
| **Year(s):** |  | | | | **Amount(s):** | |  | |

# Part IB: Partnership Information and Assurances Page

For each school district or BOCES that will partner with the applicant, please provide the information requested in the boxes below. (Copies of this page may be made if the applicant intends to partner with more than one school district or BOCES.) If the partner is a district, after careful review of each of the requisite assurances listed below, both the district’s superintendent and local school board chair should place a check next to each assurance and sign and date the bottom of the document. If the partner is a BOCES, only the signature of the BOCES president is required. If the partner is a charter school, only the signature of the head of school is required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner Information** | | | | |
| **Agency Name:** | |  | | |
| **Mailing Address:** | |  | | |
| Partner’s Authorized Representative | | | | |
| **Name:** |  | | | |
| **Telephone:** |  | | **E-mail:** |  |
| **Signature:** |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| In collaboration with the applicant, |  | | the partner, |
|  | | hereby accepts the conditions of the Quality Teacher Recruitment | |
| Program and agrees to the following assurances: | | | |

|  |  |
| --- | --- |
|  | The partner is committed to working with the applicant for at least two years to recruit and place highly qualified teachers. |
|  | The partner is committed to placing teachers from the applicant’s program only if they are deemed highly qualified, as that term is defined by the federal Elementary and Secondary Education Act (i.e., teachers must have a bachelor’s degree, be fully licensed, and demonstrate subject matter competency) and if the receiving school principal has consented to their placement. |
|  | The partner agrees to provide all data to the grant recipient that is necessary to comply with the reporting requirements and deadlines for this grant program. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name of School District Superintendent or  BOCES President or Charter School Head of School |  | Signature |  | Date |
|  |  |  |  |  |
| Name of Local School Board Chair |  | Signature |  | Date |

# Part IC: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application Quality Teacher Recruitment Program, and the receipt of program funds.

|  |  |  |  |
| --- | --- | --- | --- |
| On | (date) | , 2021, | (applicant) |

hereby agrees to the following assurances:

1. The applicant agrees to comply with the reporting requirements and deadlines for this grant program.
2. The grantee will work with and provide requested data to CDE for QTRP within the time frames specified.
3. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
4. Funds will be used to supplement and not supplant any funds currently being used to provide QTRP services and grant dollars will be administered by the appropriate fiscal agent.
5. Funded projects will maintain appropriate fiscal and program records and that fiscal audits of this program will be conducted by the grantees as a part of their regular audits.
6. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
7. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

The Colorado Department of Education may terminate a grant award upon thirty days’ notice if it is deemed by CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by the CDE before modifications are made to the expenditures. Contact Jennifer Austin (Austin\_j@cde.state.co.us | 303.866.6689) and Jennifer Simons-Lindsey ([Simons-Lindsey\_J@cde.state.co.us](mailto:Simons-Lindsey_J@cde.state.co.us) | 303.866.6898) for any modifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name of Organization Authorized Representative |  | Signature |  | Date |
|  |  |  |  |  |
| Name of Program Contact |  | Signature |  | Date |

**Note:** If grant application is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

# Quality Teacher Recruitment Program

**Applications Due: Friday, October 8, 2021, by 11:59 pm**

# Application Scoring

CDE Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| **Part I:** | **Application Introduction** | | Not Scored |
| **Part II:** | **Narrative** | |  |
|  | Section A: | Vision, Mission, and Overall Goals of Organization | /5 |
|  | Section B: | Success in Regions with Historic Difficulty | /20 |
|  | Section C: | Selection of Partner District(s) and/or BOCES | /15 |
|  | Section D: | Plan to Recruit and Place Teachers | /25 |
|  | Section E: | Plan to Support and Retain Teachers | /20 |
|  | Section F: | Plan for Progress Monitoring and Evaluation | /10 |
|  | Section G: | Excel Budget Workbook and Budget Narrative | /10 |
| **Part III:** | **Award Letter(s)** | | Not Scored |
| **Subtotal:** | | |  |
| **Bonus Points** | | | **/5** |
| **Total** | | | **/110** |

**GENERAL COMMENTS:** Indicate support for scoring by including overall strengths and weaknesses. These comments will be provided to applicants with their final scores.

**Strengths:**

**Weaknesses:**

**Required Changes:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RECOMMENDATION:** | Funded |  |  | Funded with Changes |  |  | Not Funded |  |

# Selection Criteria and Evaluation Rubric

Part I: Application Introduction [Not Scored]

Cover Pages and Assurances

Complete applicant information and program assurances and include as the first pages of the application.

Project Abstract

Provide a brief description (no more than one page) of the applicant’s program to be funded by Quality Teacher Recruitment Program. This summary does not count toward the 20-page narrative page limit.

**Part II: Narrative** [110 Points]

The following criteria will be used by reviewers to evaluate the application as a whole. In order for the application to be recommended for funding, it must receive at least 88 points out of the 110 possible points and all required elements must be addressed. An application that receives a score of zero on any required elements will not be funded.

**For those applicants that have previously received funding from Quality Teacher Recruitment Program, the expectation is that the narrative will include references to that award, where applicable. For example, discuss how the funds contributed to the program and what still needs to be accomplished. In particular, applicants should demonstrate ongoing and improved capacity in the program and a well-developed plan for sustainability.**

**Scoring Definitions**

Minimally Addressed or Does Not Meet Criteria - information not provided

Met Some but Not All Identified Criteria - requires additional clarification

Addressed Criteria but Did Not Provide Thorough Detail - adequate response, but not thoroughly developed or high-quality response

Met All Criteria with High Quality - clear, concise, and well thought out response

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section A: Vision, Mission, and Overall Goals of Organization** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | | **TOTAL** |
| 1. Describe the organization’s vision and mission. Clearly describe how your organization’s overall goals align with the goals of this grant program to recruit and retain highly qualified teachers in regions with historic difficulty recruiting and retaining highly qualified teachers. | 0 | 1 | 3 | 5 | |  |
| **Reviewer Comments:** | | | | | | |
| **Total** | | | | | **/5** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section B: Success in Regions with Historic Difficulty** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | | **TOTAL** |
| 1. Provide evidence of your organization’s success in recruiting, training, and retaining highly qualified teachers in areas of Colorado and other states that have had historic difficulty in recruiting and retaining highly qualified teachers. | 0 | 1 | 5 | 10 | |  |
| 1. Demonstrate how the teachers you have placed in public schools have achieved high academic growth from their students based on state achievement data or independent studies. Be sure to include relevant data. | 0 | 1 | 5 | 10 | |  |
| **Reviewer Comments:** | | | | | | |
| **Total** | | | | | **/20** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section C: Selection of Partner Districts and/or BOCES** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | | **TOTAL** |
| 1. Provide a description of the analysis you conducted to identify areas of Colorado that have had historic difficulty in recruiting and retaining highly qualified teachers. This analysis must include, but not be limited to, analysis of the partner’s turnover rates, teacher effectiveness data, and capacity for recruitment and teacher support. | 0 | 1 | 3 | 5 | |  |
| 1. List the districts, charter schools, and/or BOCES with which you will partner. Demonstrate the need of your selected districts, charter schools and/or BOCES using, at a minimum, the criteria listed above (analysis of the partner’s turnover rates, teacher effectiveness data, and capacity for recruitment and teacher support). | 0 | 1 | 5 | 10 | |  |
| 1. Applicant has provided sufficient documentation (e.g., MOUs, letters of commitment/support) from all partners, including districts, charter schools, BOCES, and/or other organizations. (Attach any supporting documentation; does not count toward page limit.) | | | | Submitted | | |
| Yes  No | | |
| **Reviewer Comments:** | | | | | | |
| **Total** | | | | | **/15** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section D: Plan to Recruit and Place Teachers** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | | **TOTAL** |
| 1. Describe your plan for using these grant funds to recruit and place highly qualified teachers with your partner district(s)/charter school(s)/BOCES. Include the timelines that will be followed. | 0 | 1 | 3 | 5 | |  |
| 1. Provide measurable benchmarks and interim goals for your recruitment and placement processes. | 0 | 1 | 3 | 5 | |  |
| 1. Address how your organization’s selection process will allow you to select teachers that can, or are likely to, demonstrate effectiveness in the state’s [Teacher Quality Standards](http://www.cde.state.co.us/educatoreffectiveness/smes-teacher#TQS), including achieving high academic growth for their students. | 0 | 1 | 3 | 5 | |  |
| 1. Provide information about the number of teachers that will be placed, the subjects and grade level they will be hired to teach, and the potential number of students that will be taught by these teachers. Explain how you have identified these numbers and subjects/grade levels and how they address a significant need for the partner organization(s). | 0 | 3 | 5 | 10 | |  |
| **Reviewer Comments:** | | | | | | |
| **Total** | | | | | **/25** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section E: Plan to Support and Retain Teachers** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | | **TOTAL** |
| 1. Describe your organization’s previous experience providing professional development for teachers, including induction, training, on-going support, and evaluations. | 0 | 1 | 3 | 5 | |  |
| 1. Describe your plan for supporting all the teachers that will be placed though this program and activities that are likely to encourage teachers to remain in their placements. Include measurable goals and the timelines that will be followed. | 0 | 3 | 5 | 10 | |  |
| 1. Clearly address whether the organization: (1) will recruit only individuals who are already highly qualified; (2) has already been approved as an educator preparation provider; or (3) has a clear plan for partnering with an educator preparation provider. | 0 | 1 | 3 | 5 | |  |
| **Reviewer Comments:** | | | | | | |
| **Total** | | | | | **/20** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section F: Plan for Progress Monitoring and Evaluation** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | | **TOTAL** |
| 1. Describe how you will evaluate the effectiveness of your program and monitor progress towards the measurable goals for this program. | 0 | 1 | 3 | 5 | |  |
| 1. Describe how the organization will implement improvements in process if goals are not being met. | 0 | 1 | 3 | 5 | |  |
| **Reviewer Comments:** | | | | | | |
| **Total** | | | | | **/10** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section G: Excel Budget Workbook and Budget Narrative**   * Electronic Budget Form does not count toward page limit. * Budget Narrative is included in the 20-page limit. | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | | **TOTAL** |
| 1. Complete and attach the **Budget Spreadsheet (Excel file)**. List costs of the proposed project as presented that are reasonable, necessary and are calculated to show how amounts are determined. The budget should be sufficient in relation to the objectives, design, scope and sustainability of project activities and demonstrate how funds will be used for supplementary services.   **Item Description Example:**  .X FTE for [role or title] at $xxxxx per [hour or month or year] times [x per hours or months or year] | 0 | 1 | 3 | 5 | |  |
| 1. In addition to submitting the electronic budget, include a **Budget Narrative** (included in the 20-page limit) in a narrative format that addresses the following criteria:  * Provide an explanation that summarizes the proposed uses of grant funds by budget category and is tied to the Proposed Project Description (Section B).   Include the cost of the instructional and student support program that the applicant plans to implement using the grant funds. | 0 | 1 | 3 | 5 | |  |
| **Reviewer Comments:** | | | | | | |
| **Total** | | | | | **/10** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bonus: Sustaining Efforts (Optional)** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | | **TOTAL** |
| Provide a clear plan for supporting your partners to sustain improvements in recruiting, training, and retaining highly qualified teachers beyond the terms of this grant project. | 0 | 1 | 3 | 5 | |  |
| **Reviewer Comments:** | | | | | | |
| **Total** | | | | | **/5** | |

|  |  |
| --- | --- |
| **Part III: Award Letter** | **Submitted** |
| The applicant provided an award letter or award letters from one or more private or corporate donors that pledge to make gifts, grants, or donations to the applicant that, in total, equal at least the same amount that the applicant has requested from CDE in its budget proposal. Said award letter(s) must include the amount of funding, date of distribution, terms and conditions tied to the funding, and consequences for any failure to meet those terms and conditions. Award Letters from partners are required. | Yes  No |
| **Reviewer Comments:** | |